



Minutes

University of Victoria Students' Society
Monday February 2, 2015 – SUB Upper Lounge 6:00pm

ATTENDANCE

Directors:

Valery Heckel, Karthik Gopalakrishnan, Katerina Perlova, Daphne Shaed, Greg Atkinson, David Parent, Aaron El Shabrout, Heather Mitchell, Ian Kopp, Lindsey Wilis, Kenya Rogers, Kaylee Szakacs, Jordan Crocker, Kayleigh Erickson, Cal Mitchell

Staff:

Ben Johnson, Al Bishop

Guests:

Jonathan Champagne (CASA)

1. CALL TO ORDER

Erickson called the meeting to order at 6:12pm.

2. ACKNOWLEDGEMENT OF TERRITORIES

El Sabrout acknowledged the territories.

3. ADOPTION OF AGENDA

a. Adoption of Agenda 2015/02/02

MOTION TO ADOPT - CROCKER/HECKEL

MOTION TO AMEND - SZAKACS/CROCKER

Add to Priority Business:

BIRT the following clubs are ratified without funding for the remainder of the Spring 2015 semester:

- UVic IEEE
- UVic Touch Rugby Club
- Redeem Christian Church of God Victory Chapel Impact Group (RCCGVCIG)
- UVic Swing Dance Club
- UVic Games Club
- Sunday @5

MOTION TO AMEND – HECKEL/CROCKER

Add to New Business:

MOTION – HECKEL/

BIRT Finance and Operations Policy Part 12: Product Review and Development is adopted as follows, as recommended by SUB Renovations Committee, Marketing Planning and

Advisory Group, Department Manager Meeting, and Finance and Operations Committee:

PART 12: PRODUCT REVIEW AND DEVELOPMENT

1 Preamble

Each business unit shall have a product review and development process. Product review and development shall be the responsibility of business unit managers with oversight by their supervisor (excluded manager) and input from the Board of Directors through the Director of Finance and Operations.

Integral to the proper functioning of product review and development at the UVSS is to strike a healthy balance between empowering business unit managers to perform their duties without unnecessary micro-management, while also providing a direct conduit for the Board of Directors to provide direction and suggestions on behalf of the membership.

In order to align the goods and services produced by the UVSS with the needs of the membership, business unit managers shall prioritize market research (surveys, focus groups, data collection) and develop measurement systems in order to track progress, successes, and challenges.

2 Process

The process for reviewing a business unit's current product mix, or for introducing new products, shall be modelled on current business standards for product review and development.

The following product review and development process shall serve as a guideline or template which business unit managers can use or adapt to their area of operation.

1. [Idea Generation](#)
2. [Idea Screening](#)
3. [Concept Development & Testing](#)
4. [Business Analysis](#)
5. [Product Development](#)
6. [Test Marketing](#)
7. [Commercialisation](#)
8. [Launch](#)

3. Meetings

a. Board of Directors

There shall be a minimum of one meeting per semester for each business unit manager to meet with their supervisor, the Director of Finance and Operations, and the Graphic Design Department Manager. At this meeting, all aspects of product review and development will be discussed. Topics to be discussed shall include but not be limited to: idea generation & screening, concept development & testing, business analysis, and marketing.

b. Staff

Business unit managers shall meet regularly with their supervisor to discuss the ongoing challenges and successes of product review and development in their department.

4. Training

a. Board of Directors

Upon assuming office, the Director of Finance and Operations shall be given an orientation in the basic concepts of product review and development, including a mix of workshops, on-the-job training, and written materials.

b. Staff

If new or existing business unit managers need additional training in product review and development in order to fulfill the requirements of this policy and the strategic plan, they shall be given an orientation in the basic concepts of product review and development, including a mix of workshops, on-the-job training, and written materials.

AMENDMENT CARRIED

AMENDMENT - PARENT/SZAKACS

Add to Priority Business:

MOTION 2015/02/02: A1 – PARENT/

BIRT nominations be opened to elect one member to the Associate Dean of Social Sciences Search Committee.

AMENDMENT CARRIED

AMENDMENT - PARENT/SHAED

Move Advocacy Reports reports to before Presentations.

AMENDMENT CARRIED

AGENDA CARRIED AS AMENDED

4. ANNOUNCEMENTS

5. REPORTS

a. **Advocacy Group Reports**

- i. **Pride**
- ii. **Native Student's Union**

AMENDMENT PARENT/PERLOVA

Add to New Business:

MOTION 2015/02/02: A3 – PARENT/ATKINSON

BIRT the Board provide Graphic Design Department support to NSU for their upcoming anti-racism campaign in the form of design, print costs, and distribution.

AMENDMENT CARRIED

- iii. **Society for Students with a Disability**
- iv. **Students of Colour Collective**
- v. **Women's Centre**

6. PRESENTATIONS

a. **Canadian Alliance of Student Associations**

7. QUESTION PERIOD

8. MAIN MOTIONS

a. PRIORITY BUSINESS

MOTION 2015/02/02: A1 – PARENT/SZAKACS

BIRT nominations be opened to elect one member to the Associate Dean of Social Sciences Search Committee.

Parent for Erickson. Accepted.

**RATIFY ERICKSON - PARENT/SHAED
MOTION CARRIED**

MOTION - SZAKACS/CROCKER

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MOTION CARRIED

b. OLD BUSINESS

MOTION 2014/12/08: 04 - ERICKSON/ROGERS

BIRT nominations be opened to elect one (1) member to the search committee for the Director of the School of Health Information Science.

No nominations.

c. NEW BUSINESS

MOTION 2015/02/02: 01 – SZAKACS/CROCKER

BIRT the following committees are deleted and their terms of reference are struck, as recommended by Policy Development:

- Environmental Sustainability Council
- Speaker Series
- Mental Health *Effective May 1, 2015
- Strategic Planning

MOTION CARRIED

MOTION 2015/02/02: 02 – SZAKACS/ATKINSON

BIRT the terms of reference for Campaigns Committee is amended as follows, as recommended by Policy Development:

1. Purpose

- a. Organize and co-sponsor campaigns and speaker events on post-secondary education, public transit, affordable housing, sexualized violence,

campus sustainability, **mental health**, and other social justice issues as decided by Campaigns Committee.

MOTION CARRIED

MOTION 2015/02/02: 03 – SZAKACS/CROCKER

BIRT the terms of reference for Finance and Operations Committee is amended as follows, as recommended by Policy Development:

- j. **Oversee the maintenance, implementation and renewal of the UVSS strategic plan**
- k. **Collect and review data on indicators for the strategic plan, and any other indicators the committee finds critical for appraising the success of any strategic initiatives.**
- l. **Review the implementation of strategic initiatives, and propose new initiatives as required.**
- m. **Carry out regular consultations with staff, directors and students as required by the strategic plan.**

MOTION CARRIED

MOTION 2015/02/02: 04 – SZAKACS/SHAED

BIRT Board of Directors Policy Part 1 is amended as follows, as recommended by Policy Development:

1. Conduct

- c. **Starting at the call of nominations for elections to the Board of Directors and ending at the close of the campaign period, candidates to the Board of Directors, Senate and Board of Governors, and referendum proponents and opponents are not permitted to use the Students' Society Centre lobby or Director At Large office for any election organising purposes or for campaigning. This policy does not apply to proponents where the Board has voted to support a referendum question.**

MOTION CARRIED

MOTION 2015/02/02: 05 – SZAKACS/CROCKER

BIRT Board of Directors Policy Part 5 is amended as follows, effective May 1, 2015, as recommended by Policy Development:

Leave of Absence & Vacation

- c. Executive Directors may take off a maximum of ~~ten [10]~~ **fifteen [15]** business **paid working** days ~~in-lieu~~ per elected term.

Adopted BOD 2011/11/14

- d. **Executive directors shall keep a log of their vacation days in a spreadsheet shared with Executive Committee members. This spreadsheet shall be available to directors upon request.**

- e. Executive directors may take unpaid personal leave that is approved by the Board of Directors.

Adopted BOD 2014/07/07

- f. ~~Executive Directors may take a maximum of five [5] business days for a non-personal unpaid leave of absence that is over and above the maximum ten [10] business days in lieu.~~

Adopted BOD 2011/11/14

- g. Executive Directors shall not take off more than five [5] **working** days in a row (~~in lieu or non-personal leave of absence~~) during the most active times for the Society (August 15 – November 30 and January 2 – March 31).

Adopted BOD 2011/11/14

- h. No more than one [1] executive director at a time can take time off between August 15 – September 30 or between January 2 – January 31 without the consent of the Executive Committee.

Adopted BOD 2011/11/14

- i. **In recognition of the fact that Executive Directors frequently work well over 35 hours per week, they shall be permitted to take time off In lieu, within reason, and not at times that will impact how accessible they are to members, directors, and staff.**

- j. Sick leave for Executive Directors shall be the same as afforded to permanent employees under the USW 2009 Collective Agreement.

Adopted BOD 2012/05/28

Amended BOD 2014/07/07

MOTION CARRIED

MOTION 2015/02/02: A2 – HECKEL/CROCKER

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MOTION CARRIED

9. IN CAMERA

a. Legal

10. ADJOURNMENT

MOTION TO ADJOURN - SHAED/MITCHELL
MOTION CARRIED

Meeting adjourned at 7:38pm.

11. MEETING TIMES

- a. **The next meeting is scheduled by the Board of Directors is:**
Monday February 23, 2015 in SUB Upper Lounge

12. DIRECTOR REPORTS

Do:

Board Meeting - 4 hours

Crocker:

DAL Report: January 19, 2015 – February 2, 2015

Monday, January 5, 2015:

UVSS Meeting/Upper Lounge	(6:00pm-9:50pm)
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Hours: 3.8333

Thursday, January 22, 2015:

SUB Renos/Upper Lounge	(9:00am-9:50am)
DAL Office	(10:30am-11:00am)
Finance and Ops/B203	(3:30pm-4:30pm)

Hours: 2.333

Cumulative Hours: 6.1666

Tang:

For the past 2 weeks, I have been unable to participate in an UVSS activity due to working in a full-time co-op term in a Microbiology/Biochemistry laboratory.

Heckel:

January 19th – January 30st 2015

Total hours worked: 70

ADMIN - Correspondence w students concerning H/D Plan Many people have contacted me with clarification, complaints, and requests - Write agenda, send out emails and prepare for all committees I chair - Prepare for any meetings I don't chair (HR Policy, University Relations, MPAG) - Write portion of Annual Report - Attended Divest Forum - Attended Commerce Society Event - Boothing for Frost Fest - Sharing / Inviting friends to Frostfest on Facebook - Research Logic Models for Strat Plan - Research other organizations' Strat Plan - Research other organizations' HR Policies - Coordinate with Tia Robertson from Int'l Student Advising on international student awareness of health insurance - Familiarizing with extended health plan - Review Studentcare contract - Correspond with UBC AMS finance rep re: H/D plan, payment systems - Familiarize w UVision Report - Walk through SUB with Kenya to look for a potential site for a washer and dryer - General Email correspondence - Business Unit Survey review and finalizing - Familiarize with Strat

plan and brainstorm possible changes - Brainstorm changes and additions to HR Policy

MEETINGS - Samuel He - Iman - Marketing and Communications - Finance (x2) - SUB Renos - UVSS Operational Relations - Kristin from StudentCare - Strat plan - HR Policy - MPAG - Exec (x2) - AI (H/D Plan) - PD - Larry Chen - MPAG - Internal w Pride, Kenya, Vinita

Rogers:

Frost fest: 5 hours
Let's get consensual: 2 hours
FBFS: 1 hour
Comittees: 2 hours

10 hours

Willis:

Monday:
Board Meeting
3 hours

Tuesday 20:
Campaigns
30 minutes

Thursday 29:
Meeting with Ben and Seamus about Transit
15 mins
Office Hours
4 Hours

Total Hours:
7.45 hours

Atkinson:

Total hours worked between January 16 – January 29: 91 hours

Activities:

- Executive committee.
- Cheque signing
- BoD Meeting
- Labour Management Committee
- Make Transit Work meeting
- Campaigns Planning Meeting
- Campaigns Committee
- Meeting with AVP Re: Frost Fest
- Meeting with Pride Re: Frost Fest
- Meeting with Mens' Cirlice Re: Frost Fest and LGC
- CFUV Board Meeting
- LGC Tabling at Frost Fest
- LGC Volunteer Recruitment and Training
- Marketing and Communications Committee
- MPAG
- Interviews with CTV, CHEK, Marlet, Times Colonist, CBC, CFAX, and The Q
- SUB Renos
- Society Act Round Table with Minister of Finance

- CSS Business Banquet
- Travel
- Meeting with Mayor of Esquamalt
- Sick Bank Committee
- Meeting with Jim Dudson Re: Housing
- UVic/UVSS operational Relations Committee.
- HR Policy Working Group
- Strat Plan Working Group
- Policy Development Committee

Erickson:

January 28-31: 32 hours

- Wrote speech for Chancellor's welcome
- Attended and spoke at Chancellor's event
- Replied to ASIST emails, and liaised with Need 2
- Approved surveys
- Wrote Chairperson write up for annual report
- Attended Campus Plan Update meeting
- Met with Reslife and Education
- Spoke with EQHR and MHTF re: Stress and Anxiety panel on Feb 18th